



Job Title	Assistant to the Mayor's Office	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	3	Job Code	12814

Class Specification – Assistant to the Mayor's Office

Summary Statement:
 The purpose of this position is to provide professional level assistance to the City via the Mayor's Office for citizens, business associates, and City staff. This is accomplished by frequently interacting with the Mayor and Chief of Staff's Executive Team, City Council, City Department Heads and various boards and commissions on issues related to meetings and events. Other duties include managing phone calls and e-mail; responding to mail on the Mayor and Chief of Staff's behalf as needed; invitation processing; and public survey reviews.

DISTINGUISHING CHARACTERISTICS:
 This is the full journey level class within the Assistant to the Mayor's Office series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of administrative, secretarial, and accounting clerical duties in support of the Mayor's office. Review, research, and summarize a variety of fiscal, statistical, and administrative information; coordinate and participate in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature. Ensure that department or division staff submit necessary documents and forms according to established timeliness; monitor expenditures and other financial transactions; ensure compliance with budgetary restrictions; maintain related financial ledgers and logs; and resolve discrepancies.
25%	Schedule meetings and coordinate activities with other City divisions and departments, the public, and outside agencies; handle correspondence for letters of support, emails and retirements for the Mayor's office and make travel arrangements as required. Screen office and telephone callers; and respond to complaints and requests for



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	information on regulations, procedures, systems, and precedents relating to assigned responsibilities. Assist with intern management, Spirit of the Springs and other various boards and commissions as required.
20%	Perform responsible administrative secretarial duties in support of City executive management staff; perform a wide range of administrative support tasks, ensuring the clerical and administrative portions of the executive's work are accomplished. Attend meetings; prepare agendas and other documentation; and distribute information to appropriate staff as necessary. Perform a variety of the full range of general clerical duties including filing, record keeping, data processing, and dictation/transcribing.
15%	May provide information on office procedures; respond to and resolve inquiries; and recommend improvements in workflow, procedures, and use of equipment and forms. May review work to ensure conformance with established accounting policies, procedures, and account closing dates; and perform the full range of clerical accounting tasks including vehicle mileage, credit card approvals and other accounting duties as assigned.

Competencies Required:
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.



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Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

Experience: Three years of full-time administrative experience, including experience in an executive support role.

Education and Experience Equivalency
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.



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Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2017